Washington Department of Fish and Wildlife

ALEA VOLUNTEER COOPERATIVE PROJECT GRANT PROGRAM

2006
APPLICATION MANUAL

Funded by:
Aquatic Lands Enhancement Account (ALEA)

Revised December 2005

WDFW activities are intended to follow state and federal guidelines for nondiscrimination based on race, creed, color, national origin, age, marital status, sex, sexual orientation, residence, veteran status, and disability.

This manual was intended for your benefit. If you have any areas where improvement can be made please contact the Cooperative Project Coordinator. Your comments and suggestions are greatly appreciated.

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INTRODUCTION

Background

The ALEA Volunteer Cooperative Project Grant Program is a competitive grant process administered by the Washington Department of Fish and Wildlife (WDFW).

A cooperative project is defined as a project conducted by a volunteer group that will benefit fish, shellfish, game bird, nongame wildlife, or game animal resources of the state and for which the benefits of the project, including fish and game reared and released are available to all citizens of the state. Indian tribes may elect to participate in cooperative fish and wildlife projects with the department (RCW 77.100.020).

This grant process is intended to provide funding on a reimbursement basis for qualifying volunteer organizations and individuals whose projects are reviewed and approved by WDFW.

Who Can Apply

Applicants may include individuals, organizations, schools and tribes. State and Federal agencies may not apply.

Legislative Authority

This program is governed by RCW 77.100 and WAC 220-130. Persons or organizations that obtain these grants will have from **July 1, 2006** until **June 30, 2007** to complete their projects. The amounts of funds available for this grant program are determined by the Legislature.

Contacting WDFW

For more information you may contact us at:

Mailing address:
Washington Department of Fish and Wildlife
ALEA Volunteer Cooperative Program
600 Capitol Way N
Olympia WA, 98501-1091

Phone (360) 902-2700
TDD (360) 902-2207
E-mail ALEA@dfw.wa.gov
http://wdfw.wa.gov/volunter/vol-7.htm

HOW TO APPLY

- **Applicants must provide the information requested in the format required. Please be sure to check application instructions to ensure you have properly completed and answered the application questions correctly.**

  Applications must include the following:

  1. Application for ALEA Cooperative Project Funding
  2. A one-page map showing the project location, and
  3. A one-page project description

- Application forms are available from the Department of Fish and Wildlife website (http://wdfw.wa.gov/volunter/vol-7.htm) or by contacting the Volunteer Cooperative Coordinator at (360) 902-2700 or by email to ALEA@dfw.wa.gov.

- Application materials must be suitable for photocopying.

- Information you provide will be held in confidence until such time grants are awarded. At that time application information will become public information.

- **Please submit one original application and two copies.**

- **Open application period is January 2 through March 31 of each year.**

- **Applications must be postmarked by March 31, 2006 and mailed to:**

  Washington Department of Fish and Wildlife
  Fish Program: Kevin Feltus
  600 Capitol Way North
  Olympia, WA 98501

GENERAL POLICIES

- No funds may be used for direct wages and benefits. Participants must register as volunteers and will be expected to submit volunteer registration forms and timesheets. Volunteers who work with minors (persons under the age of 18 years) may be required to complete a Criminal Background Investigation Authorization Form.

- Equipment obtained using these funds will be inventoried and returned to the department at the conclusion of the project.

- The outcome of a qualifying project must be available to the public.

- Costs must be incurred during the grant period specified in the grant agreement and will be on a **reimbursement basis only.** Awarded applicants will be required to follow WDFW and State purchasing requirements.

- No funds may be used to acquire real property.

- Successful applicants will be required to sign a contract which describes the range of activities the grant will support. The contract also describes the requirements for the payment of bills and quarterly progress reports.

- Applications that seek a large amount of funding for Contracted Services will not be rated as highly as those which devote most of their budgets to the direct work of volunteers.

- When calculating travel budgets, use the current state mileage reimbursement rate for private vehicle use ($.445 per mile). State travel rates are subject to change. Current reimbursement rates can be found on the Office of Financial Management website at http://www.ofm.wa.gov/policy/bwmap.pdf

- Purchases made under terms of these grants are subject to Washington State Sales Tax. In the event no sales tax is levied against a purchase, WDFW is required to apply a Use Tax, which is equivalent to the Sales Tax, and pay it to the State Treasurer.

- The estimated value of volunteer labor is calculated at $15/hour. In the event your volunteers include individuals with specialized professional skills you may quote the estimated value of their time separately.

- If you are obtaining funds from other sources, provide information, which shows the amount, source, and intended use of such funds.

- No funds will be allowed for administrative overhead. Essential office supplies, copies, postage, etc. may be included under goods and services.

PROJECT TYPES

COOPERATIVE PROJECT TYPES

There are five major types of projects that are undertaken by volunteers. However, the department is also open to considering "other" types of projects, if an applicant can make a persuasive argument in his or her application that such an activity will benefit Washington's fish and wildlife, provide additional public opportunity, or satisfy a public need.

HABITAT PROJECTS include activities to restore and/or preserve the life sustaining conditions for fish, game, and non-game wildlife species. Such projects may occur on private property if there is a reasonable expectation of a public benefit resulting from the effort.

Typical activities may include but are not limited to:

- Fish migration improvement
- Spawning bed rehabilitation
- Lake fertilization
- Pollution abatement
- Nest box installation
- Habitat restoration
- Reef construction
- Pond construction
- Endangered stock protection

Whether these types of activities occur on private or publicly owned lands, WDFW seeks projects for habitat that yield measurable products.

RESEARCH PROJECTS include activities with the goal of increasing our knowledge of fish and wildlife species, their numbers, distribution, habits and movement. The results of these Research Projects are to be made available to the public.

Typical activities may include but are not limited to:

- Projects which are clearly of a research nature and assist in increasing public knowledge about the numbers and movements of fish and wildlife species for consumptive and/or appreciative use (such as watchable wildlife).

Research projects for consumptive and/or appreciative use should be given a higher priority than research that concentrates on the more narrow, specialized scientific inquiry typical of many department activities.

EDUCATION PROJECTS are those volunteer activities that have the goal of communicating information and experience which will enhance public understanding of natural processes affecting fish and wildlife.

Typical activities include but are not limited to:

- Landowner relations
- Outdoor survival
- Outdoor ethics

- The creation of interpretive materials, signage, and publications for public distribution or display with the goal of imparting an understanding of the natural history of Washington's fish, shellfish, and wildlife.

FACILITY DEVELOPMENT PROJECTS are those which enhance access to fish and wildlife recreation and the development of additional capacity for rearing salmon, trout, and warmwater species which will then become available for recreational or commercial opportunity by the public, including tribes.

Typical activities include but are not limited to:

- Trails
- Wildlife viewing stations
- Fishing platforms

Access projects undertaken by volunteers on department owned or managed lands must be usable by the physically challenged and meet the standards of the Americans with Disabilities Act (ADA).

ARTIFICIAL PRODUCTION PROJECTS have the goal of increasing recreational, commercial, and tribal fishing opportunity, but may also include the incubation and release of game bird and non-game species for consumptive and appreciative use.

Typical activities include but are not limited to:

- Egg planting
- Juvenile planting
- Raceway rearing
- Egg taking
- Egg boxes
- Pen rearing
- Pond rearing

The propagation of threatened and endangered fish and wildlife species by volunteers, which have the goal of producing self-sustaining populations of a particular species, may also be considered as worthwhile activities for cooperative projects.

If the project is to plant or rear fish or wildlife, the following additional information must be provided in the project description of the application, unless exempted by the department:

1. Species to be produced
2. Number of eggs, larvae, juveniles, adult fish, shellfish, or wildlife proposed to be incubated, reared, or released, by species, as well as the timing of all phases of this activity
3. Proposed source of eggs, broodstock or juveniles
4. Method and type of culturing proposed
5. Date of release
6. Size at release
7. Release location
8. Statement about the volunteer groups' knowledge of culture and pathology of the species proposed to be produced
9. Availability of professional and technical expertise; i.e., local veterinarian, hatchery nearby, local fish or habitat biologist, etc

DEVELOPING A BUDGET

The project budget should clearly state how much is requested and exactly how it will be spent. **Only the items listed on the project budget will be allowable for reimbursement.**

The following costs are not eligible for reimbursement under this grant:

- Salaries and Benefits
- Computer purchases
- Lobbying
- Fines and Penalties
- Ceremonial expenses
- Administrative Overhead
- Interest and other financing costs
- Alcoholic beverages
- Purchase of real property
- Bad debts, uncollectible accounts, or claims

Display your budget using these five categories as applicable:

- **GOODS AND SERVICES** are the essential supplies you expect to purchase to perform a project. Examples include lumber, hardware, plant material, building permits, and similar purchases.

- **TRAVEL AND PER DIEM** includes private vehicle mileage reimbursement at state per diem rates (currently $0.445 per mile) and the costs of meals, lodging, ferry charges, etc. Current travel and per diem rates can be found using the map on page 9. Further information can be found on the Office of Financial Management website at www.ofm.wa.gov/ policy/10.90.htm.

  Reimbursement for travel and per diem is for volunteers only. Volunteers must register as volunteers with WDFW and turn in volunteer time sheets to qualify for reimbursement.

- **PURCHASED SERVICES** are those essential services which must be obtained from a vendor engaged by the project. Generally these services are more repetitive, routine or mechanical in nature and contribute in the day-to-day control of the project. Services will generally involve completing an assigned task rather than the entire project. An example would be the rental of heavy equipment with an operator to perform excavation and grading.

  See Section 1.5.1 of the Guide to Personal Service Contracting for more details http://www.ofm.wa.gov/contracts/psc/psctoc.htm. Examples of contracted services and purchased services are located in Section B.

- **EQUIPMENT** may include durable supplies valued over $100 that are essential to the performance of the project. Examples include power tools, outboard motors, radio telemetry receivers, GPS gear, etc. Equipment obtained through these funds is considered state property and will be inventoried and must be surrendered to WDFW upon completion of the project.

Equipment List

Air Conditioners
All Terrain Vehicles
Appliances
Audio/video equipment
Battery Chargers
Bicycles
Binoculars/spotting scopes
Boats/canoes/rafts
Calculators
Camping equipment including tents and sleeping bags
Cameras (motion, video, still and digital)
Chain saws
Communications (audio, video, radios, GPS)
Copiers
Diving/ flight equipment
Engines
Fax machines
Freezers/ refrigerators
Generators
Heaters
Lab equipment
Ladders
Marine Electronics
Microscopes
Metal detectors
Meters
Motors, Outboard
Mowers
Paper Shredders
Power tools including sprayers and cordless tools
Pumps, portable
Radar equipment/ GPS
Radios/TV's/VCR's/DVD players including transmitter
Recording equipment, tape recorders
Safes
Satellite Dishes
Scales
Snowmobiles
Spreaders
Survey equipment
Torches/ welders
Trailers
Transport cart
Trimmers/ sweepers/ brush cutters
Vehicles
Winches/ hoists

Purchases of Computers and related equipment are not allowable but you may rent or lease a computer for the period of the contract. Lease or rental of computers should be put into the Goods and Service Category.

- **CONTRACTED SERVICES** are professional or technical in nature and meet more specialized needs. Work is independent from day-to-day control of the project. May also require advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field or experience.

  Contracted Services may include: offering advice based on specialized knowledge, skills, and experience, conducting studies, analyzing and evaluating technical issues and/or providing advice and training to improve operations. It may also include: graphic design, web development, curriculum development, engineering, and landscape design.

  See Section 1.5.1 of the Guide to Personal Service Contracting for more details http://www.ofm.wa.gov/contracts/psc/psctoc.htm. Examples of contracted services and purchased services are located in Section B.

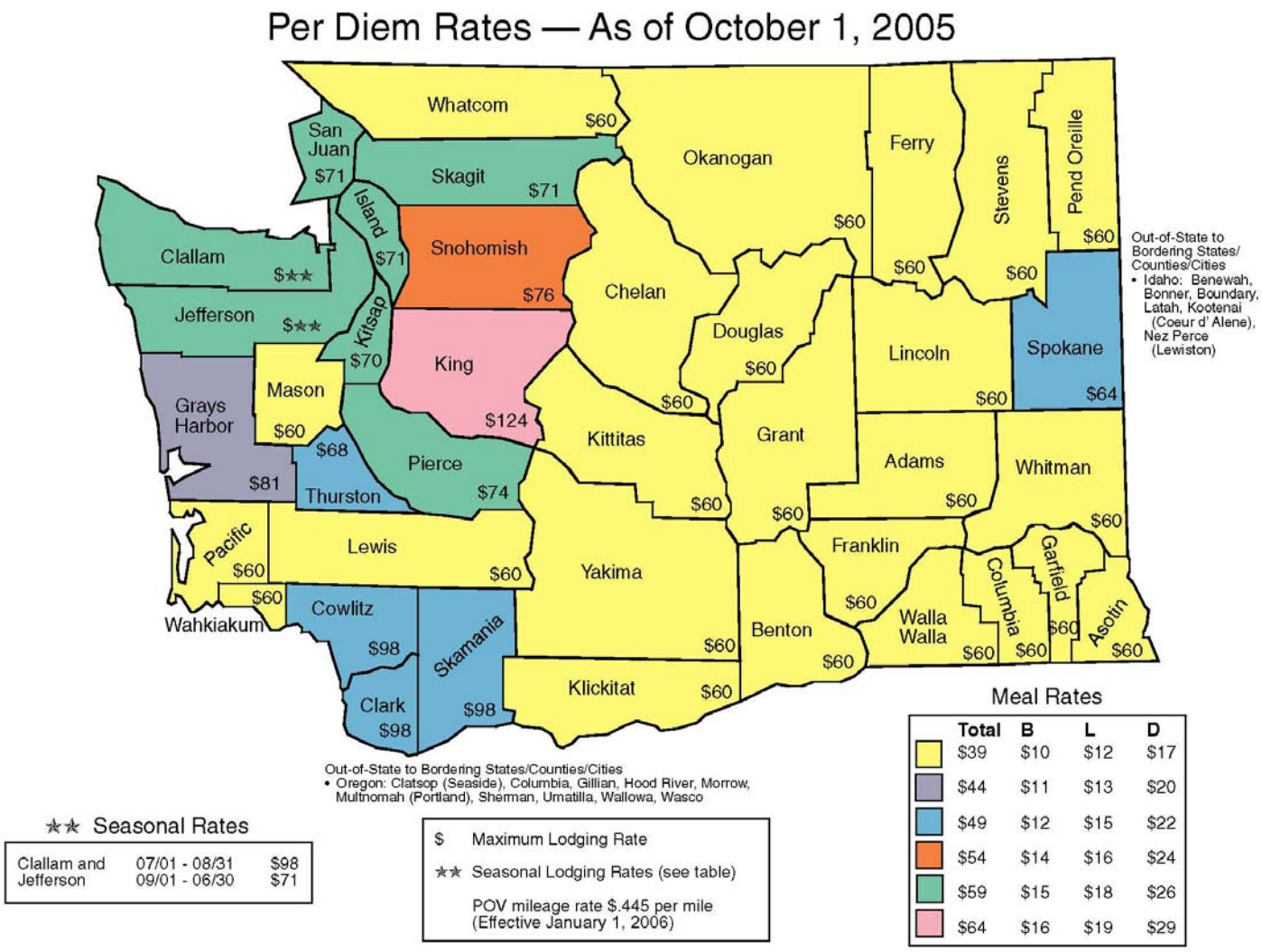
Contracted Services must be provided by a third party and have no direct relation to the project manager or organization.

Although allowed in some cases, projects that submit budgets where contracted services comprise a majority of the grant request are not encouraged.

VOLUNTEER LABOR should be calculated at the rate of $15/hr. In the event a volunteer is an expert in a particular field you may quote a higher rate. Volunteer labor or time can only be counted for the people who donate (receive no compensation) their own time and actively participate in the success of the project. Volunteers must be directly related to the project.

If you are producing any type of education information to distribute to the public, only the people who volunteered to produce the information should be counted. The public that receives the product would not be considered a volunteer.

Students are only considered volunteers if they are actively participating and contributing to the success of the project. Projects with the goal to teach students in a classroom type atmosphere would not count the students as volunteers.


Per Diem Rates — As of October 1, 2005
Whatcom $60
San Juan $71
Skagit $71
Island $71
Snohomish $76
Clallam $★★
Jefferson $★★
Kitsap $70
King $124
Okanogan $60
Ferry $60
Stevens $60
Pend Oreille $60
Chelan $60
Douglas $60
Lincoln $60
Spokane $64
Mason $60
Grays Harbor $81
Thurston $68
Pierce $74
Kittitas $60
Grant $60
Adams $60
Whitman $60
Pacific $60
Lewis $60
Yakima $60
Franklin $60
Benton $60
Walla Walla $60
Columbia $60
Garfield $60
Asotin $60
Wahkiakum $60
Cowlitz $98
Skamania $98
Clark $98
Klickitat $60
Out-of-State to Bordering States/ Counties/Cities
• Idaho: Benewah, Bonner, Boundary, Latah, Kootenai (Coeur d' Alene), Nez Perce (Lewiston)
Out-of-State to Bordering States/Counties/Cities
• Oregon: Clatsop (Seaside), Columbia, Gillian, Hood River, Morrow, Multnomah (Portland), Sherman, Umatilla, Wallowa, Wasco
★★ Seasonal Rates
Clallam and Jefferson 07/01 - 08/31 $98
09/01 - 06/30 $71
$ Maximum Lodging Rate
★★ Seasonal Lodging Rates (see table)
POV mileage rate $.445 per mile (Effective January 1, 2006)
Meal Rates
Total B L D
$39 $10 $12 $17
$44 $11 $13 $20
$49 $12 $15 $22
$54 $14 $16 $24
$59 $15 $18 $26
$64 $16 $19 $29
• For Out-Of-State Per Diem Rates, see web site — http://www.gsa.gov/travel.htm
0509-0964

PROJECT PERMITS AND AGREEMENTS

Below is a list of possible permits that your project may need and the issuing government agency. Although this list is not all-inclusive it may provide helpful information in filling out the application.

Permit Name	Issuing local, state, or federal agency
Aquatic Lands Authorization	Dept Natural Resources
Building Permit	City/County
Clearing and Grading	City/County
Cultural Assessment (Section 106)	CTED-OAHP
Dredge/Fill Permit (Section 10/404)	Army Corps of Engineers
Endangered Species Act Compliance	USFWS and NMFS
Forest Practice Application	Dept Natural Resources
Health Permit	Dept of Health/County
Hydraulics Project Approval (HPA)	Dept Fish and Wildlife
National Environment Policy Act (NEPA)	Environmental Protection Agency
State Environmental Policy Act (SEPA)	Local or State
Shoreline Permit	City/County
Water Quality Certificate	Dept of Ecology
Water Rights/Well Drilling Permit	Dept of Ecology
Washington Joint Aquatic Resource Permit Application (JARPA)	Local, State, and Federal Agencies

Cooperative Landowner Agreement – agreement between the individual or organization and the property owner (if different) to perform the work stated in the application. Cooperative Landowner Agreements are available from WDFW upon request.

More permit information can be obtained at the Department of Ecology's Permit Assistance Center at (800) 917-0043 or on the internet at http://www.ecy.wa.gov/programs/sea/pac/.

APPLICATION INSTRUCTIONS

(All questions must be answered as outlined below)

Page 1 of Application

1. **PROJECT TITLE:** Name the project with a title that identifies the activity, location, and/or landowner's name.

2. **APPLICANT INFORMATION:** Provide all information requested. It is very important that the person who will be the primary contact for the application be identified as the Project Leader.

   If the application is accepted for funding, the Project Leader will be required to sign a Cooperative Project Contract with the Department assigning that person with responsibility for conducting the project, keeping the project records, and responding to requests for information, including quarterly progress reports.

3. **PROJECT TYPE:** Applicant must choose one type of project their proposal best fits. For further information on Project Types see Section 4 of this manual. The type of project you choose will determine how your project is scored and rated. It is highly recommended to also review the scoring sheets in Section 10 to help determine where you think your project will score best.

4. **PROJECT DESCRIPTION:** Applicant must provide a brief description of the project stating the goals and objectives (max of 400 characters).

   In addition, the applicant is to provide a narrative description of the project no longer than one page (8.5" x 11") on a separate sheet of paper.

   The narrative should clearly state the expected public benefits, the need for the project, benefits to fish and wildlife, how the project will be monitored and maintained, and any other value which the project may produce. Also, include how the project meets WDFW's goals and objectives as described in the 2005-2007 Strategic Plan. A copy of the strategic plan is available upon request or can be found on our website at http://wdfw.wa.gov/volunter/vol-7.htm.

5. **PROJECT LOCATION** In addition to providing the information requested in the spaces under this heading, applicant must provide a Project Area Map on a separate sheet of paper suitable for photocopying.

   The Project Area Map should clearly show the exact location(s) where the project will occur. It must be no larger than 8.5" x 11", single-sided.

   The map can be a photocopy of an aerial photo, USGS, Metzgers map, or other map type. Clearly delineated hand-drawn maps and site plans will be accepted.

   You may also include pictures of the location on one-page (8.5" x 11" single sided).

Page 2 of Application

6. **PROJECT BUDGET:** Provide a detailed budget showing anticipated expenses needed to complete your project. Information provided in this section will be used to determine what awarded projects can seek for reimbursement. For more information on allowable and unallowable charges, and how to categorize your items, please see Section 5 - Developing a Budget.

   Travel and Per Diem rates may change throughout the year. Should this happen, travel and per diem rates reimbursed may change but the total awarded grant will stay the same.

   Items and dollar amounts entered in the "In-kind or Matching Contribution" column will be described in detail in question 8 of the Application.

Page 3 of Application

7. **TOTAL FUNDS REQUESTED WITH THIS APPLICATION:** Provide the total amount of funds you are seeking with this application (determined in question 6). In addition, answer all questions that follow.

8. **PARTNERSHIPS AND CONTRIBUTIONS:** List all funds and/or in-kind contributions that are contributing to the success of the project. Provide the source of contribution (i.e. state agency, federal assistance, private donation, etc.), type of in-kind or matching contribution (i.e. grant, technical expertise, donation, etc.) and the value ($) of the contribution.

9. **PROJECT DURATION:** Please indicate the desired Start Date and End Date in the spaces provided.

   Remember that all project funds must be used before June 30, 2007.

   In the event your project will be for multiple years, you should indicate the latest date that funding will be required for this grant period as the End Date.

   No funds "carry over" and no bills that are incurred beyond June 30, 2007 can be reimbursed from grant funds.

   Final reimbursement requests must be submitted by July 15, 2007. Reimbursement requests received beyond this date will not be paid.

10. **DEPARTMENT ASSISTANCE:** A Field Contact from Department staff will be assigned to each project.

    If you have a preference for a particular individual to serve in the capacity of a field contact, and if that person is available, indicate the employee's name, title, and telephone number on the application.

If you do not have a preference for a field contact, please indicate the amount and type of technical service that may be needed.

If your plans require the use of Department owned equipment or facilities, please indicate what they may be and the approximate dates required.

11. PERMITS OR AGREEMENTS NEEDED: Projects are not exempted from permits because they are WDFW sponsored.

Applicants should check with appropriate Federal, State, County, or City authorities to determine what permits may be needed.

Certain permits, such as Hydraulic Project Approvals and Scientific Collection Permits issued by WDFW may be needed to perform cooperative projects.

The Department also has Landowner Agreement Forms which are entered into as a means of assuring the longevity of some projects. Habitat and Facility Development projects that occur on private property will need to have a landowner agreement to proceed with the project. Copies of agreements must be turned into WDFW if the project is accepted for funding.

The cost of permits is an allowable budget item.

A list of possible permits and the issuing agency can be found in Section 6. You may find it helpful to call the Washington State Department of Ecology's Permit Assistance Center in Olympia at (800) 917-0043 or on the Internet at **http://www.ecy.wa.gov/programs/sea/pac/.**

Applicants are strongly urged to consider the time needed to obtain permits, as lead-time may be quite extensive.

12. SIGNATURE: Project Leader Signature must be original and in ink.

ALEA VOLUNTEER COOPERATIVE APPLICATION

APPLICATION

FORMS

Washington Department of Fish and Wildlife

2005 – 2007 Biennium Round 2 – Application for ALEA Cooperative Project Funding

Application valid ONLY for activity which will occur between
July 1, 2006 and June 30, 2007
Applications must be postmarked NO LATER THAN March 31, 2006

1. PROJECT TITLE

2. APPLICANT INFORMATION		
Project Leader:		
Organization:		
Mailing Address:		
City:	**State:**	**Zip:**
Day Phone:	**Evening Phone:**	
Mobile Phone:	**Email:**	

3. PROJECT TYPE (check only one) See 2006 Application Manual, Section 4 for descriptions.

☐ **Research**	☐ **Facility Development**	☐ **Habitat**
☐ **Artificial Production**	☐ **Education**	☐ **Other**

4. PROJECT DESCRIPTION

Project Summary: clearly and briefly define project goals and objectives (max 400 characters)

Attach a detailed project description no more than one single-sided sheet (8.5"x 11") which describes: project objectives (how the project will benefit fish and wildlife resources), methods of achieving objectives, criteria for measuring objectives, how project will be monitored and maintained, and how the project meets agency's goals and objective as described in the WDFW 2005-2007 Strategic Plan.

5. PROJECT LOCATION

County _____

Section/Township/Range _____

Property Ownership _____

Applicants must also provide a map indicating the project site on a single-sided 8.5"x 11" sheet of paper.

6. PROJECT BUDGET

Item and Description	Quantity	Cost Per Item	WDFW Grant Request	In-Kind or Matching Contribution	Total
Goods and Services (list by specific item & amount)					
Total Goods and Services					
Travel & Per Diem (list by specific item & amount)					
Total Travel and Per Diem					
Purchased Services (list by specific item & amount)					
Total Purchased Services					
Equipment (list by specific item & amount)					
Total Equipment					
Contracted Services (list by specific item & amount)					
Total Contracted Services					
Subtotal					
Total Volunteer Labor (calculated at $15/hour)					
Total Budget					

7. TOTAL FUNDS REQUESTED WITH THIS APPLICATION $ _____

Will long-term funding be needed for maintenance or replacement of a portion(s) of this project? Yes ☐ No ☐

If yes, estimate amount of funding needed and duration _____

Have you received funding in the past 5 years from the ALEA Program? Yes ☐ No ☐

If you have received funds for this project from WDFW in past 5 years please indicate amount $ _____

8. PARTNERSHIPS AND CONTRIBUTIONS

Name of Agency/Group	Type of matching contribution	Amount of matching Contribution ($)	Type of In-Kind Contribution	Value of In-Kind Contribution ($)

9. PROJECT DURATION

Beginning Date _____ **Ending Date** _____

10. DEPARTMENT ASSISTANCE

Detail and estimate: 1) the amount and type of technical assistance, 2) equipment or materials you expect from the department, 3) names and titles of department personnel you will be requesting assistance from to accomplish your project.

11. PERMITS AND/OR LANDOWNER AGREEMENTS

List all permits and/or landowner agreements (list can be found in Section 6 of the 2006 Application Manual) needed to start and complete your project. Include status, i.e. if permit/landowner agreement has already been obtained, is currently in the process, or still needed.

12. SIGNATURE

All answers and statements in this application are true and complete to the best of my knowledge. The volunteer group acknowledges that fish and game reared in cooperative projects are public property and must be handled and released for the benefit of all citizens of the state. I understand that WDFW may verify information and that untruthful or misleading answers are cause for rejection of this application, or cancellation of an awarded project.

Project Leader Signature _____ **Date** _____

THE REVIEW PROCESSS

Applications for ALEA Cooperative Project grant funding undergo a three-step review process.

- **Step 1:** The process begins with a review for application completeness, which is done by the WDFW Cooperative Projects Coordinator. Once an applicant has supplied all of the required materials (Official Application Forms, Project Description and Project Location Map), the application is forwarded through the department for Step 2.

- **Step 2:** Next is an internal review by WDFW Program staff and Regional staff to determine whether the project applied for:
  a) Is legal
  b) Meets agency goals and objectives as described in the 2005-2007 Strategic Plan
  c) Would constitute a continuing obligation on the agency, and
  d) Would result in creating additional fish and wildlife benefits.

  The Internal Review process will be coordinated within each Program by an individual designated by the Assistant Director. The rating information and a brief explanation (no more than one page in length) will be attached to the application and returned to the Cooperative Projects Coordinator.

  The objective of this review is to establish a ranked list of projects that meet the criteria indicated in Steps 1 and 2 above. Each proposal can earn a possible 100 points.

- **Step 3** Following review by the Programs and Regions, the ranked applications from each program (Business Services, Enforcement, Fish, Habitat, and Wildlife) will be combined into one list and considered by the Executive Management Team with recommendations forwarded to the Director for approval. At that time, the official results of the competitive process will be finalized and the results will be published.

ALEA PROJECT RATING SHEETS

FOR INFORMATIONAL PURPOSES ONLY

Date of Review: _____ Application #: _____

Project Title: _____

Name of Reviewer: _____ Telephone: _____

Program: _____ Region: _____

PART 1 – BUSINESS REVIEW

Volunteer Cooperative Coordinator, Regional Reviewer and Program Reviewer will conduct Business Review.

1. **Is the application complete?** If no, define problem areas and discuss with applicant. Does the application correctly identify resources required by WDFW to coordinate and support proposed activities i.e., department supervision, technical support, and permitting support? (Explain)

   YES _____
   NO _____ discuss these with the applicant.

   _____
   _____

2. **Does the application have any legal or policy conflicts, which would prevent accepting it as a volunteer cooperative effort?** If you suspect any legal or policy conflicts that would prevent us from accepting this volunteer project, reviewer needs to check with federal, other state, local agencies or treaty tribes. Please attach an explanation and return the form to the Cooperative Projects Coordinator.

   YES _____ please explain below
   NO _____

   _____
   _____

3. **Does the project require any permits?** (please see Permits and/or Landowner Agreements, #11 on Application) Are all needed permits listed? Are there any potential problem(s) based on the application for the applicant to obtain the necessary permits?

   _____
   _____

PART 2 – PROJECT REVIEW SCORE SHEET

Regional and Program Staff will each conduct the review and complete the Project Review Score Sheet.

Questions 1 – 6 are the same for all project types.

1. **How well does the project meet the WDFW Goals and Objectives as outlined in the 2005-2007 Strategic Plan?**

0	2	4	6	8	10	12	14	16	18	20
Should not be funded			Low Priority			Med Priority		High Priority		

2. **Would the public benefit from the project? If score is between 9 to 15 list the public benefit.**

_____

_____

_____

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Should not be funded					Low benefit				Moderate benefit			High public benefit			

3. **How would you rate the level of volunteer effort?**

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Should not be funded					Low				Medium			High			

4. **Does the applicant appear qualified to do the project?**

0	1	2	3	4	5	6	7	8	9	10
Should not be funded			Requires assistance			Qualified		Highly Qualified		

5. **Does the project budget appear to be reasonable?**

0	1	2	3	4	5	6	7	8	9	10
Should not be funded			Questionable purchases			Reasonable		Good use of funds		

6. **Does the project budget consist of a majority of Contracted Services?**

0	1	2	3	4	5	6	7	8	9	10
>75% =should not be funded			Between 25% & 75%			Between 11% & 25%		Between 0% & 10%		

Questions 7 and 8 are determined by what the applicant marks as the "Project Type".

ARTIFICIAL PRODUCTION

7. **Is the project likely to produce measurable results?**
   Performance measures include:
   - An estimate of the amount of increased fish and wildlife for either consumptive or appreciative use which would result from a project

0 1 2	3 4 5	6 7	8 9 10
Should not be funded	Low survival potential	Moderate survival potential	High survival potential

8. **Does the project have the potential for local economic benefits? If the score is between 6 to 10, please describe the economic benefit.**

_____

_____

0 1 2	3 4 5	6 7	8 9 10
Should not be funded	Limited potential	Moderate potential	High potential

EDUCATION

7. **Is the project likely to produce measurable results?**
   Performance Measures include:
   - The number of participants who could be exposed to the conservation message(s) and their ages (school children/adults, etc.)
   - The contribution volunteers can make upon completion of watershed/ecosystems assessments

0 1 2	3 4 5	6 7	8 9 10
Should not be funded	Limited or restricted participation	Moderate	High participation and value

8. **Does the project result in significant outreach to develop the desire or stimulate stewardship in fish and wildlife?**

0 1 2	3 4 5	6 7	8 9 10
Should not be funded	Limited or restricted	Moderate	Significant outreach in fish and wildlife will result in project.

FACILITY DEVELOPMENT PROJECTS

7. **Is the project likely to produce measurable results?**
   Performance Measures include:
   - An estimate of the number of person-days of use per year which may be expected for the creation of such facilities
   - An estimate of the potential increase in fishing, hunting, or wildlife viewing opportunity created by additional rearing capacity
   - An estimate of the potential increase in local economic activity which can be related to the undertaking of the project

0	1	2	3	4	5	6	7	8	9	10
Should not be funded			Low			Moderate		High value		

8. **Is the project accessible to and usable by persons of disability?**

0	1	2	3	4	5	6	7	8	9	10
Should not be funded			Only on select areas			Few restrictions		Accessible to all citizens		

HABITAT PROJECTS

7. **Is the project likely to produce measurable results?**
   Performance measures include:
   - A measurement of the habitat improved by the project which can be expressed in square feet, acres, miles
   - The percentage increase in plantings which will result from the project
   - An estimate of the amount of potential spawning area (miles of stream) opened by the project
   - Any other value, which may be expressed numerically which would qualify as enhancement

0	1	2	3	4	5	6	7	8	9	10
Should not be funded			Low reward for amount of funds requested			Moderate		High value		

8. **Does the site and project have high probability for continued long-term success?**

Describe the public benefit _____

_____

Estimate how long the public benefit will last. _____ **years.**

0	1	2	3	4	5	6	7	8	9	10
Should not be funded			Long-term success unlikely			Moderate		High potential for long-term success		

RESEARCH PROJECTS

7. **Is the project likely to produce measurable results?**
   Performance measures include:
   - Activities which require the additional staff afforded by volunteers to assist WDFW scientific personnel for their completion.
   - Research which utilizes the specialized skills of non-departmental specialist(s) available to contribute their expertise as unpaid volunteers.

0 1 2	3 4 5	6 7	8 9 10
Should not be funded	Limited amount of results	Moderate amount of results	Important and useful results

8. **Is a plan in place to publicize the research results to the public?**

0 1 2	3 4 5	6 7	8 9 10
Should not be funded	Results are limited or restricted to the public	Results available to a majority of the public	Results readily available to public

QUESTIONS 9 - 11 ARE FOR ALL PROJECTS

9. **Total Points (max 100)** _____

Under 55	55-74	75-87	88-100
Should not be funded	Caution	Recommend	Highly recommend

10. **Who should be the project Field Contact?**

Name (please print) _____

Program/Region _____

11. Comments (Must give recommendation if project should be awarded funding and where the applicant can improve their application or project). THIS SECTION MUST BE COMPLETED BY REVIEWER.